Processing of SRRV Application

Evaluation, Processing and Endorsement of Applications to the Bureau of Immigrant for the issuance of Special Resident Retiree's Visa (SRRV) and releasing of the approved SRRV by administering the Oath of Affirmation to new retiree-member

Office/Division:	Processing Division, Resident Retiree Services Department (RRSD)
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government
Who may avail:	1. Foreign Nationals 2. Former Filipinos except those classified as restricted by the Department of Foreign Affairs (DFA) 3. Principal applicant - At least 40 years old; Dependent Spouse – no age requirement; Dependent Child/ren – 20 years old and below

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
SRRV Applicant – Principal and Dependent	
1. Passport with Tourist Visa valid for at least 30 days (1 original, 4 photocopies of pertinent pages)	Retiree-applicant
2. SRRV Application Form – typed or computerized. Duly accomplished and bearing original signature (1 original, 4 photocopies)	a.) PRA Website at https://pra.gov.ph/Downloads b.) E-mail at srrvinquiry@pra.gov.ph c.) Satellite Offices
3. PRA Medical Certificate using PRA Examination Form Template with medical results – maybe done in any Philippine hospital or hospital abroad; valid for 6 months only (1 original, 1 photocopy)	b.) PRA Website at https://pra.gov.ph/Downloads/Forms c.) E-mail at srrvinquiry@pra.gov.ph d.) Satellite Offices
4. Police Clearance – for principal and dependent applicants 18 y/o and above; Valid for 6 months (1 original, 2 photocopies)	Retiree-applicant's country of origin or last residence abroad

5. Certificate of Visa deposit - (1 original copy) a.) SRRV Classic Non-pensioner 40-49 y/o = $50,000 50 y/o and Above = $30,000 b.) SRRV Classic Pensioner 40-49 y/o = $25,000 50 y/o and Above = $15,000 c.) SRRV Courtesy (Foreign National) 40-49 y/o Non-pensioner = $6,000 40-49 y/o Pensioner = $3,000 50 y/o and Above Pensioner or Non-pensioner = $1,500 d.) SRRV Courtesy (Former-Filipinos) 40-49 y/o = $3,000 50 y/o and Above = $1,500	a.) PRA Website at https://pra.gov.ph/Partners/Bank/DBP b.) PRA Website at https://pra.gov.ph/Partners/Bank c.) SRRV Inquiry Front Desk d.) Satellite Offices e.) Processing Division Front Desk f.) PRA Financial Management Division (FMD)
Note: ***A. Above visa deposits include the principal and two (2) dependents only. In excess of 2 dependents, $15,000 visa deposit for each dependent is required.*** ***B. For Development Bank of the Philippines – complete remittance instructions are available at PRA Website*** ***C. For Private Banks – Letter of Introduction to the bank is needed; May be secured at the SRRV Inquiry Front Desk***	
6. National Bureau of Investigation (NBI) Clearance - For applicants, 18 years old and above, who have stayed in the Philippines for 90 days or more prior to filing the application for SRRV (1 original, 2 photocopies)	National Bureau of Investigation
7. Bureau of Immigration Clearance Certificate (BICC) - For Principal and Spouse applicants only (1 original, 2 photocopies)	Bureau of Immigration

8. Applicants with previous visa (9G, TRV, SIRV, etc.) a.) Order of Issuance (2 photocopies) b.) Order of Downgrading (2 photocopies)	Bureau of Immigration
9. For SRRV Spouse-Dependent Applicant – Below document, in addition to the above documentary requirements	Retiree applicant
a.) Marriage Certificate or Household Register – (1 original, 2 photocopies)	Retiree applicant
10. For SRRV Child-Dependent Applicant – Either of the below documents, in addition to the above documentary requirements:	
a.) Birth Certificate or Household Register - (1 original, 1 photocopy)	Retiree applicant
b.) Adoption document or proof of kinship - (1 original, 1 photocopy)	Retire applicant
c.) Custody Papers issued by the Court (1 Original, 1 Photocopy)	Retiree applicant
11. Photos – 2x2 inches, white background, no eye glasses (8 pcs. clear original copy). Recent photo for at least 3 months	Retiree applicant
Additional Requirement/s according to Scheme:	
If SRRV Classic with Pension	
a.) Proof of Lifetime Pension showing at least US$800 monthly pension - For single applicant (1 Original, 1 Photocopy)	Retiree applicant
b.) Proof of Lifetime Pension showing at least US$1,000 monthly pension – For family applicants (1 Original, 1 Photocopy)	Retiree applicant

If SRRV Courtesy	
a.) Former Filipinos – Any of the ff: Old Philippine passport; PSA birth certificate showing Filipino Citizenship; Certificate of Naturalization (1 Original, 1 Photocopy)	DFA
b.) Foreign Nationals – Any certificate or proof of the following qualifications: Retired diplomat from foreign services; Retired officers from Int'l Organizations recognized by DFA; Retired Military Personnel from countries with defense treaty to the Philippines; High Achievers in Academic, Business, Arts, Culture, Music, Sports, Philanthropists.	Previous Organization
c.) Proof of monthly pension of at least $1,000/mo. for Principal ages 40-49 y/o. (1 Original, 1 Photocopy)	Pension Issuing Agency
Additional Requirement for Marketer-Assisted SRRV Applicants:	
a.) Notice of Client Registration – duly accomplished/ signed by both applicant and marketer (1 original)	Accredited Marketer
b.) Valid Accreditation Certificate – (1 photocopy)	Accredited Marketer
Note: ***1. Documents issued abroad such as, but not limited to, Police Clearance, Proof of Pension, Proof of Military Service, Proof of Relationship, must be:*** ***a. translated to English if issued in another language*** ***b. apostilled by the competent authority of the issuing country (except for Austria, Finland and Greece) or authenticated by the nearest Philippine Embassy/Consular Office, as applicable.*** ***2. Indian Nationals must secure a DFA Endorsement Letter addressed to DFA New Delhi for issuance of entry visa*** ***3. Supplemental Requirements for Applicants from PRA Identified Countries: Birth Certificate; National ID; and Social Insurance Record or Retirement Certificate***	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 PROCESSING DIVISION FRONT DESK EVALUATION ***FILED AT THE HEAD OFFICE***				
1.1 State purpose of visit and get queuing number	1.1 Provide Visitor's Request Form and Queuing Number	None	7 hrs.	Alexandria D. Sambitory, RAOI - PD
1.2 Submit documentary requirements at the PD Front Desk	1. 2 Evaluate documents submitted; Verify and retrieve bank certificate for required visa deposit	None		Rosemarie Nepomuceno, RAOIII - PD Martin G. Buenconsejo II, RAOI - PD
1.3 KYC Personal interview	1.3 Know Your Customer Interview (KYC)	None		Julius Palanas, Security Risk Officer - OGM
1.4 Request for Order of Payment Slip (OPS)	1.4 Issue Order of Payment Slip	None		Rosemarie Nepomuceno, RAOIII – PD; Martin G. Buenconsejo II; RAOI - PD
1.5 Pay necessary fees at the Cashier	1.5 Issuance of Official Receipt by the Cashier	*Please see Schedule of Fees below		Myra D. Oliver, Cashier III, FMD; Robert Castro, Cashier II, FMD
1.6 Present Official Receipt to Front Desk Evaluator	1.6 Verify original Official Receipt with the duplicate on the scanned OR database	None		Rosemarie Nepomuceno, RAOIII – PD; Martin G. Buenconsejo II, RAOI - PD

1.7 Sign and acknowledge the Checklist of Requirements for the SRRV Application (CRSA) Evaluation Sheet	1.7 Print CRSA Evaluation Sheet	None		Rosemarie Nepomuceno, RAOIII - PD Martin G. Buenconsejo II, RAOI - PD
1.8 None	1.8 Forward SRRV application to Front Desk Validator for counter-checking and validate the Marketer's Accreditation, if applicable; Affix signature of the authorized officer in the NCR form and Principal's Application Form; Update the SRRV Application database; Endorse SRRV Applications with complete documentary requirements to Processing Division UDRCon	None		Francis Jeffrey Marasigan, RAOIV - PD
FILED AT THE SATELLITE OFFICES				
	1.9 Received documents from Satellite Office Unit & forward to PD Front Desk for evaluation	None	1 hr.	Fiemela Kaye Cagalanan, Jr. Processing Staff I – PD Joelson B. Abella, RAOII - PD

2.0 PROCESSING OF SRRV APPLICATION				
2.1 None	2.1 Receive SRRV Applications with complete documentary requirements from Front Desk Validator; encode in the Processing Information Management System (PIMS) and assign folders to Visa Processors	None	7.5 hrs	Fiemela Kaye Cagalanan, Jr. Processing Staff I – PD
2.2 None	2.2 Re-check all documents and prepare Endorsement Letter to the Bureau of Immigration and prepare Budget Utilization Slip (BUS)	None		Joelson B. Abella, RAOII-PD; Maria Cristina M. Ariate, RAOI-PD; Sheila Mae L. Quisto, Sr. Processing Staff I – PD Justine Macasa, Jr.Processing Staff II – PD Jessica Francess Miranda, Jr. Processing Staff I – PD Reinalyne Mae Oreta, Jr. Processing Staff I – PD
2.3 None	2.3 Review all documents, affix initial to the Endorsement Letter to Bureau of Immigration (BI) and sign the BUS	None		Annalyn A. Eria, DCIII - PD

2.4 None	2.4 Review all documents and affix initial to Endorsement Letter to BI	None		Marilou F. Cantancio, DMIII - RRSD
2.5 None	2.5 Prepare Disbursement Voucher (DV) of SRRV application in batch and forward to the Division Chief for signature	None		Fiemela Kaye Cagalanan, Jr. Processing Staff I – PD
2.6 None	2.6 Review and sign DV/BUS	None		Annalyn A. Eria DCIII - PD
3.0 FORWARD SRRV APPLICATIONS TO ODGM				
3.1 None	3.1 Review and sign Disbursement Voucher	None	2 hrs.	Atty. Ma. Milagros R. Lisaca, Deputy Gen. Mgr. - ODGM
4.0 APPROVAL OF ENDORSEMENT LETTER TO BI BY THE OGM				
4.1 None	4.1 Sign / Approve Letter Endorsement to BI and DV/BUS	None	3.5 hrs	Roberto Z. Zozobrado, CEO/Gen. Manager OGM
4.2 None	4.2 Forward signed SRRV applications by batch to Financial Management Division (FMD) for check preparation	None		Lorenzo Miguel Leonardo Jr. Admin. Staff I - OGM

5.0 PREPARATION OF PAYMENT TO BI				
5.1 None	5.1 Assign DV Number, encode & posting in the system	None	3 days, 6 hrs.	Anjelica D. De Leon, Jr. Accounting Staff I - FMD
5.2 None	5.2 Checking of attached documents, Visa deposit, Official Receipt, Scheme and budget availability	None		Ederliza M. Cuarte, Budget Officer II - FMD
5.3 None	5.3 Review and sign Disbursement Voucher	None		Remegio P. Abaigar, DCIII - FMD
5.4 None	5.4 Preparation & printing of check, recording in the warrant registry & updating the check booklet	None		Anjelica D. De Leon, Jr. Accounting Staff I - FMD
5.5 None	5.5 Signing of Check	None		Roberto Z. Zozobrado, CEO/Gen. Manager OGM; Atty. Maria Milagros R. Lisaca, DGM – ODGM; Atty. Antonio Rivera, DMIII – MSD; Philip John Moreno, DMIII - AFSD
5.6 None	5.6 Record/Forward batch of SRRV Applications with signed check to Processing Division	None		Lex Baldwin Opimo, Jr. Finance Staff - AFSD

6.0 ENDORSEMENT OF SRRV APPLICATION TO BI				
6.1 None	6.1 Receive/Record batch of SRRV Applications with signed check and collate it for Endorsement to BI	None	7 hours	Fiemela Kaye Cagalanan, Jr. Processing Staff I – PD
6.2 None	6.2. Endorse complete documents to BI (including payment)	None		Ryan I. Falcatan, RAOI - PD
***** Approval of Order of Conversion from Tourist Visa to SRRV***				***Bureau of Immigration***
7.0 VISA PREPARATION				
7.1 None	7.1 Pick-up the approved Order from BI and transmit the same to the PRA office, Processing Division	None	1 day, 1.5 hrs	Ryan I. Falcatan, RAOI - PD
7.2 None	7.2 Assign SRRV Number & encode/update the SRRV Enrollee database	None		Kristian Ann G. Camacho, RAOII - PD
7.3 None	7.3 Prepare/Print SRRV Sticker Label, proofread & affix it to the applicants' passport	None		Glenez S. Buna, RAOIII - PD
7.4 None	7.4 Transmit passport with SRRVisa sticker to the Bureau of Immigration (BI) for implementation	None		Ryan I. Falcatan, RAOI - PD
	Implementation Process			***Bureau of Immigration***

8.0 PREPARATION OF DOCUMENTS AND SCHEDULING FOR OATH TAKING				
8.1 None	8.1 Pick-up the passport with implemented SRRV from BI and transmit the same to the PRA office, Processing Division	None	1 day, 5.5 hrs	Ryan I. Falcatan, RAOI - PD
8.2 None	8.2 Encode the implemented SRRVs and distribute to respective processors/ Retiree Assistance Officer	None		Kristian Ann G. Camacho, RAOII - PD
Confirm date of visit	8.3 Prepare Oath Taking materials, Request ID Card & notify retiree as to the schedule of Oath Taking & release of approved SRRV ***FILED AT THE SATELLITE OFFICES*** 8.4 Forward the complete documents to Satellite Office Unit (SOU) for courier to respective Satellite Office	None None	1 hr.	Joelson B. Abella, RAOII-PD; Maria Cristina M. Ariate RAOI-PD; Sheila Mae L. Quisto Sr. Processing Staff I – PD Justine Macasa, Jr.Processing Staff II – PD Jessica Francess Miranda Jr. Processing Staff I – PD Reinalyne Mae Oreta Jr. Processing Staff I – PD Joelson B. Abella, RAOII-PD;)

Total Turn-Around Time if filed at the Head Office	**10 WORKING DAYS**
Total Turn-Around Time if filed at the Satellite Offices	**10 WORKING DAYS, 2 HRS.**

LEGEND

***Schedule of Fees:**

$1,500 - Application fee for Principal Applicant

$300 - Application fee for spouse / dependent (per applicant)

$360 – Initial Annual PRA fee for SRRV Classic paid upon filing (inclusive of Principal and two (2) dependents, $100/dependent in excess of 2)

$100 - Initial Annual PRA fee for SRRV Courtesy-Foreign Nationals paid upon filing (inclusive of Principal and two (2) dependents, $10/dependent in excess of 2)

$50 - Initial Annual PRA fee for SRRV Courtesy-Former Filipinos paid upon filing (inclusive of Principal and two (2) dependents, $10/dependent in excess of 2)

****Processing time at the Bureau of Immigration not included**